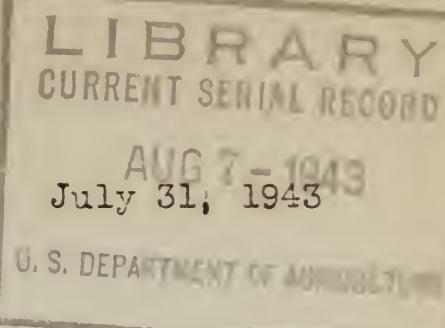


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WAR FOOD ADMINISTRATION
Washington 25, D. C.



ADMINISTRATOR'S MEMORANDUM NO. 22

Administrative Management Functions of WFA

1. The Deputy Administrator for Management shall direct the application of policies established by the Administrator to bring about more effective organization and allocation of responsibility, and better management methods and procedures within the War Food Administration and its constituent organizations.
2. All proposed organization changes within the War Food Administration and its constituent organization units (including proposals for new organization units, reorganization of existing organization units, and reallocation of responsibilities) shall be submitted for the approval of the Deputy Administrator for Management; and no such organizational changes shall be made effective without such approval.
3. All proposals shall be submitted to the Office of Personnel as provided in Department Regulation 2312 and Personnel Circular 128; and the Office of Personnel shall make recommendations for appropriate action to the Deputy Administrator for Management.
4. Each proposed organization change shall be accompanied by a statement setting forth the following:
 - a. The total budgeted cost on a fiscal year basis of the proposed organization, and the amounts anticipated to be expended from each of the sources from which the organization will be financed.
 - b. The anticipated number of employees who will be required to carry on the activities of the proposed organization.
 - c. The relation between the work of this organization unit and any other units in the Department of Agriculture or the War Food Administration which perform related functions. This statement should be in sufficient detail to indicate the absence of overlapping functions and to justify the need for the new unit proposed.

Worm Jr.
Administrator

